



PENTNEY ABBEY

BY UNIQUE NORFOLK VENUES

FAQ

Venue Questions

WHAT IS INCLUDED IN THE PACKAGE?

Please see package price list for details.

DO I HAVE EXCLUSIVE USE OF PENTNEY ABBEY?

Yes, you have exclusive use of the Gatehouse, Barn and grounds from 12 noon until 12 midnight on the day of your wedding.

HOW MANY GUESTS CAN PENTNEY ABBEY HOLD FOR A RECEPTION?

The Barn can seat 100 guests for a sit-down meal and accommodate up to 170 guests for an evening reception. The Gatehouse can hold up to 40 guests for a drinks reception.

IS PENTNEY ABBEY LICENSED TO HOLD CIVIL CEREMONIES?

Pentney Abbey is fully licensed to hold civil ceremonies for up to 80 in the Gatehouse. It is possible to hold a duo ceremony outside in the gardens followed by a signing in the Gatehouse. We charge an extra £120 for a civil ceremony and £180 for a duo ceremony.

WHAT TIME CAN I GET MARRIED AT PENTNEY ABBEY?

Wedding ceremonies can take place from 2 pm onwards. Please check what ceremony times are available with the registrar.

ARE CHAIRS PROVIDED FOR THE CEREMONY?

Yes, chairs are provided in the Gatehouse, but cannot be used outside. If you are having a duo ceremony, you would need to hire outdoor chairs separately.

WHAT ABOUT MUSIC DURING THE CEREMONY?

Many couples book musicians to provide music during the ceremony, however you are more than welcome to use the sound system already in the Gatehouse.

WILL I HAVE THE SAME DEDICATED WEDDING COORDINATOR THROUGHOUT THE PLANNING PROCESS?

Every couple will have access to our Pentney Abbey planning team from the very beginning. There will always be someone to help guide you with questions or ideas.

Closer to your wedding date you will then be assigned your designated planner. Your assigned planner will ensure every last detail is organised and ready for your big day!

HOW MANY TIMES DO WE SEE YOU PRIOR TO OUR WEDDING?

We take the opportunity to see you as many times before your big day as you wish. We are available for correspondence via emails, Skype or a phone call. We can arrange meetings with you seven days

a week, including evenings and weekends if required subject to your point of contact's diary.

CAN WE USE ANY SUPPLIER?

Yes, of course. For any recommendations however, we do have a recommended supplier list.

The details we require from your suppliers:

We require their phone number and email address. We will also need a copy of their public liability insurance before they can operate at Pentney Abbey. Please note that this also applies to any food supplier. If any supplier is using electrical equipment, PAT certificates must be provided in advance. By making a booking at Pentney Abbey, we assume that you agree to this condition.

CAN WE HAVE A LIVE BAND/MUSICIANS?

Yes. In accordance with our entertainment licence, a sound limiter is installed inside the Barn and is set at 92 decibels. Please make sure your contractors are aware of this and they agree they can play within this level. Please note, a booking at Pentney Abbey assumes that you have agreed this condition. Please also make sure your contractors are aware of the venue's finish times.

WHAT TIME CAN WE ACCESS THE VENUE FOR SETTING UP?

From 11 am on the day of the wedding. It may be possible to have access the day before your wedding to set up, depending on whether or not a wedding is taking place on this date. Please check this with your planning team four weeks before your wedding. If access the day before is not possible, we will set out your decorations at no extra cost.

You will be able to access the barn the day before your wedding. If there is no wedding the day before, between 12 midday and 4 pm.

CHURCH DETAILS

St Mary Magdalene
Narborough Road, Pentney,
Norfolk, PE32 1JT

Rev. Canon Stuart
01760 338552

IS CONFETTI ALLOWED?

Natural or organic confetti such as dried flower petals is permitted. Due to fire regulations, confetti is not allowed to be used in the Gatehouse.

ARE FIREWORKS ALLOWED?

Out of consideration for our neighbours and local livestock we do not allow fireworks.

ARE CHINESE LANTERNS ALLOWED?

Unfortunately not, due to the harm they can cause to livestock.

ARE CANDLES ALLOWED?

Yes, in the Barn and outside, but the candle holder has to be taller than the flame. Flamed candles are not permitted in the Gatehouse.

ARE DOGS ALLOWED?

Yes! We can allow your dog to be on site at Pentney Abbey for a short period of time, of 1 hour and 30 minutes. Your dog can go in the ceremony area and can join you in the grounds during your drinks reception. Your dog must be kept on a lead at all times and under no circumstances can your dog be permitted in the accommodation or any unauthorised buildings.

Any dog excrement must be cleared up by a member of the wedding party. Once the photographs have taken place provisions must be in place for the immediate collection of the dog. We have a recommended suppliers that you can use who can provide and drop off, pick up and overnight stay service for your dog.

Oh Bella Wedding Day Dogs -
www.ohbellaweddings.co.uk
woof@ohbellaweddings.co.uk

WHAT ARE THE FINISH TIMES?

Last orders are at 11:50 pm and the bar closes at midnight. Music should also finish at midnight. Please advise your guests to arrange their taxis or transportation in advance. To maintain high standards, and keep the Barn looking its very best, the team quietly begins the clearing up process just before midnight.

We can extend our music and bar license until 1 am at an extra cost of £250.

WHAT ABOUT CLEARING UP THE NEXT DAY?

There is no need to worry about this; the wedding team will clear up everything and pack away your decorations so you can relax.

Our on hand staff will arrange to meet you upon checkout to return your belongings.

FOR HIRE

Candelabras - £10 each (Eleven available)
Z-beds- £20 per stay (Two available)
Cot- £10 per stay (Two available)
Projector Screen- £20
Projector- £30
Rustic Apple Crates- £5 each
Glass candle holder £1.50
(Candles not supplied)





Outside areas

WILL THERE BE EXTRA SEATING BY THE BARN?

Around the front of the Barn there will be some metal tables and chairs.

IS OUTDOOR LIGHT ALLOWED TO BE PUT UP AROUND THE VENUE?

Yes, only if agreed before and only done by our preferred supplier Epic Event Hire.

IS THERE A CAR PARK?

There is a large car park providing ample spaces for guests, and also an overflow car park. Cars may be left overnight, at the owner's risk, for collection on the next morning by 10 am.

DO YOU ALLOW COACHES?

Yes. They must park in the car park.

CAN WE HAVE MUSIC OUTSIDE?

Acoustic music is permitted outside until 5 pm but amplified music is not allowed outside. Evening music can only be held in the Barn.

CAN WE HAVE OUTDOOR GAMES OR BOUNCY CASTLES ON THE LAWN?

Yes, these are to be situated on the lawn nearest to The Barn. Please note we need to have the bouncy castle company's insurance and PAT testing certificates. We also require you and the company to sign a risk assessment as Pentney Abbey will not take any responsibility. Our staff are unable to supervise the bouncy castle.

ARE WE ALLOWED TO USE DRONES?

Yes! Though your photographer must have a license to fly the drone or we will not allow this to happen. Your photographer must supply us with proof of their license and insurance.

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Catering Questions

CAN OUR MENU BE TAILOR MADE?

Yes, we will work with you to provide the perfect menu for your wedding day.

IS IT POSSIBLE TO CHOOSE A COUPLE OF DISHES?

We recommend you choose one starter, one main course and one dessert. If you wish to give your guests an option, we charge an extra £5 per person for a choice of two different dishes and pre-ordering is required. We are sorry to say we don't offer a third option choice. We only allow a third dish for your guests who are vegetarian or vegan.

CAN YOU CATER FOR OUR GUESTS WHO ARE VEGETARIANS OR HAVE FOOD ALLERGIES?

Yes, allergen, vegan and vegetarian adapted menus are available to guests with dietary requirements at no extra charge.

I HAVE A COPY OF AN OLD MENU/CATERING BROCHURE BUT WOULD LIKE A DISH FROM THE NEW MENUS, IS THAT POSSIBLE?

You can mix and match dishes from any of our brochures.

CAN WE BRING OUR OWN CATERERS?

No. It is essential that we provide a consistently high standard of catering at Pentney Abbey and therefore only allow our own in-house experienced chefs, who offer an exceptionally high level of service using quality locally-sourced ingredients.

WHAT TABLE LAYOUTS DO YOU RECOMMEND?

There are a few different table plans that work well in the Barn, which your Wedding Coordinator can advise you on. We do require you to fill out the table plan and to mark if anyone has any dietary requirements so the events team are able to locate them easily on the day.

WHEN DO I NEED TO PROVIDE MY PRE-ORDERS?

We require all pre-orders and your final table plan to be with us six weeks before your event. Your Wedding Coordinator will give you a blank table plan to fill in.

CAN I BRING MY OWN ALCOHOL?

You can only bring your own wine, Prosecco or Champagne however, there will be no reduction in cost of the package. If you would like more wine, Prosecco or Champagne on top of what we offer in the package, then you can bring this for a corkage charge of £4.50 or £9 for magnums. Alternatively, we have an extensive wine list at competitive prices which are available on sale or return. You can also bring one 50ml alcoholic favour per person.

DO YOU TAKE CASH AND CARD PAYMENTS AT YOUR BAR?

We take cards only at our bars which include Apple Pay and Contactless. Cash is not accepted, please do advise your guests.

CAN WE HAVE A CHIP VAN, ICE CREAM VAN OR CRÊPE VAN OUTSIDE?

Yes. You are welcome to have any novelties that we can't provide for the evening reception only, however, there will be no reduction in the cost of the package. We take a 10% commission from these vendors; the wedding couple must organise this with the vendor and pay us direct. Please make sure they have all the relevant insurance before booking them.

SHOULD WE PROVIDE OUR CONTRACTORS WITH A MEAL?

We recommend you provide any of your contractors with a meal if they will be spending more than five hours at your wedding. We have two options available: we can provide either a one-, two- or three-course meal from your wedding breakfast menu or sandwiches.

DO YOU PROVIDE CROCKERY?

We provide crockery, traditional silver cutlery, linen and glassware for your tables, which is all included in the package.

Unique Norfolk Venues also offers a Hire Brochure. Our brochure showcases an incredible range of crockery, cutlery, linen and glassware that can complement your wedding day. Contact your wedding coordinator for a copy of our Hire Brochure.

WHAT IS INVOLVED IN THE TASTING EVENT?

We believe that it is very important for you to sample the fantastic food from our menu before your big day. We hold a tasting event to give couples an understanding of our service, food and presentation when catering at a large scale. Unfortunately, we cannot accommodate private one-to-one tastings as these do not accurately reflect the whole experience that you would enjoy at your wedding. However, our head chef is available to speak with if needed.

WHAT IS ON THE TASTING EVENT MENU?

This is chosen a year in advance and is a selection of dishes chosen by our chef from both our standard menus and upgraded menus. **Please note** you will be unable to choose your dishes for the tasting event.

WHAT MENU IS AVAILABLE FOR CHILDREN AND WHAT CONSTITUTES A CHILD?

Children can either have a half portion main meal or choose from the Children's menu. A child constitutes as anyone eating a smaller version of the meal or a children's dish.

CAN I BRING MY OWN FOOD TO OUR WEDDING?

We do not allow you to bring any food on site for your wedding. This does not include your wedding cake, sweet table or favours on place settings.



Accommodation

DO YOU HAVE TO TAKE ALL THE ACCOMMODATION AT PENTNEY ABBEY?

We do require you to take all the accommodation, which is priced separately to the wedding venue hire. The accommodation includes two cottages, The Farmhouse and The Annex (Honeymoon Suite). Eight bedrooms in total on the estate.

IS A DAMAGE DEPOSIT REQUIRED ON THE ACCOMMODATION AT PENTNEY ABBEY?

Yes. A deposit of £500 required, which will be refunded within 14 days providing there is no damage to the site.

DO YOU OFFER EARLY CHECK IN OR LATE CHECK OUT?

Sadly, we do not allow guests to check in early or to check out late.

WHAT TIME IS CHECK-IN AND CHECK-OUT?

The accommodation is available for your guests to check in from 3 pm. Checkout is 10 am the following day. Please note extra charges may apply if you check out late.

ARE OUR GUESTS ALLOWED TO CAMP?

Yes, we have a caravan site that has three hook-ups for caravans and pitches for tents. Prices are £18.50 per night for caravans and £13.50 for tents. There are no toilets or shower facilities on the caravan site.

Please note these get booked and paid via you and you can choose whether to charge your guests. We cannot invoice guests directly or take payment on the day.

CAN WE STAY IN THE ACCOMMODATION THE NIGHT BEFORE OUR WEDDING?

You can book the accommodation the night before your wedding if it is available. There is a supplement of £2,000 (peak season & mid peak) or £1000 (off peak) in addition to the cost of the accommodation if you book the extra night more than six months in advance of your wedding date. Alternatively, you can wait and contact the Planning Team six months or less before your wedding; if the accommodation is available, you can book without paying the £2,000 supplement (just pay the charge of the accommodation).



Booking

HOW DO WE BOOK AND SECURE OUR DATE?

An initial £100 payment is required to secure your date. You then will need to sign our booking form on the online portal sent to you by our reservations team.

Once this has been completed you will receive an email from your point of contact from the Unique Norfolk Venues team.

You will then need to sign the venue and catering services contract and then pay your next payment.

HOW IS THE FULL PAYMENT BROKEN DOWN?

£100 initial payment.

£1,650 within six weeks of booking.

£1,000 payment 12 months prior to your wedding date.

£1,500 payment six months prior to your wedding date.

Remaining balance is due one month prior to your wedding date.

Please bear in mind first payment and balance payments are non-refundable so we strongly recommend you takeout wedding insurance.

VAT

VAT is included in the prices of our packages, menus and extras.

CAN WE MAKE CHANGES TO THE PACKAGE?

You can increase the number of guests and add extras to the package, but you cannot remove elements or make any other changes.

OTHER QUESTIONS?

If you have any other questions, then please do not hesitate to contact us on: **01485 500292**
pentneyabbey@wedding-venues.co.uk

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Cover shot by James Rouse Photography